



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
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NASLEMINST 1050.2S

10B

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NAS LEMOORE INSTRUCTION 1050.2S

From: Commanding Officer, Naval Air Station, Lemoore

Subj: ANNUAL LEAVE AND LIBERTY

Ref: (a) MILPERSMAN Chapter 30
(b) NASLEMINST 1336.1G

1. Purpose. To establish an annual leave and liberty program to provide all military personnel the opportunity to be granted leave and/or liberty, within the constraints of operational military requirements. Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation, which are essential to maintaining maximum effectiveness.

2. Cancellation. NASLEMINST 1050.2R

3. Background. Leave is authorized absence of a military member from a place of duty chargeable against the member's leave account. All members are reminded that when in a leave status, leave papers must be in their possession at all times.

4. Information

a. Reference (a) contains detailed instructions on types of leave, earning of leave and the granting of leave and liberty, including visits of naval personnel to foreign countries and places outside the Continental United States and the granting of annual leave to personnel of Philippine ancestry to visit those islands. Continental United States (CONUS) is defined as the 48 connecting states and the District of Columbia.

b. Reference (b) contains the routing procedures and approving authority for leave and liberty requests for enlisted personnel.

5. Policy

a. Leave

(1) The maximum number of officers and enlisted personnel on leave at any one time is 10 percent of the actual on board

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count within each department except during holiday leave periods. All members shall be encouraged to use their entire 30 days of accrued leave each year.

(2) Emergency leave may be granted for both officers and enlisted personnel to the extent of earned leave plus 45 days advance leave. Excess leave in an emergency may be granted provided that the aggregate of all leave granted (earned plus advance plus excess) does not exceed 60 days. In those cases where, in the Commanding Officer's judgement, emergency leave that exceeds 60 days is warranted, emergency leave in excess of 60 days may be authorized. Emergencies requiring absence from duty well in excess of 60 days will be considered for humanitarian reassignment.

(3) Regular leave requests that would place a member in an excess leave status greater than ten days requires Executive Officer's approval.

(4) Requests for annual leave are to be submitted on NAVCOMPT Form 3065 (3PT) via the proper chain of command at least 5 but no more than 45 days prior to commencement of leave. All copies of NAVCOMPT 3065 must be legible. Leave papers will not be accepted with changes annotated on them. Illegible requests will be returned without action.

b. Leave Authorization Numbers (LAN) will be issued and controlled by the following departments:

(1) Base Administration will service the following within UIC 63042: Supply, Air Operations, Weapons, Chapel, Quality of Life and the Station Judge Advocate departments. Base Administration will also be responsible for LAN issuance to personnel assigned to NAS Others (UIC 32376)

(2) Aircraft Intermediate Maintenance Department will service its own and;

(3) Security Department will service its own.

(4) Responsible departments will assign a LAN and forward Part 1 of the NAVCOMPT 3065 to the Officer of the Day (OOD) prior to leave commencement and return Part 3 to member's respective department/division. Responsible departments will then hold Part 2 until expiration of leave, at which time leave will be charged, and Part 2 will be returned to the member. The member is responsible for ensuring that their Part 1 is returned

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to the responsible LAN issuance department the following work day upon completion of leave. FAILURE TO RETURN PART 1 MAY RESULT IN ADDITIONAL LEAVE BEING CHARGED UNTIL RETURNED.

(5) After receipt of leave papers by the responsible LAN issuing department, one change will be allowed. Changes/Cancellations must be authorized by an E-7 or above. Contact the responsible LAN issuing department to request changes to or cancellation of leave.

c. Requests for extension of leave must be authorized by an E-7 or above. Extensions that result in a negative leave balance or extends leave period beyond 30 days must be authorized by the Executive Officer. The Commanding Officer must approve extension on leave to foreign countries and outside CONUS.

d. Check-Out/Check-In. E-4 and above may pick up their copy (Part 1) of the leave papers from the OOD prior to the start of leave. Telephone check-out/in is authorized for these personnel, provided their leave papers have been picked up from the OOD. IF TELEPHONE CHECK-OUT/IN IS USED, MEMBERS MUST BE IN THE IMMEDIATE VICINITY OF NAS LEMOORE. Immediate vicinity is defined as the place member commutes to and from work.

(1) Enlisted members E-1 through E-3 will check-out/in with the OOD in person. Under no circumstances will E-1 through E-3 personnel be allowed to check-out/in via telephone.

(2) The OOD is directed to return leave papers to the appropriate LAN issuing department(s) if the member has not checked out within 24 hours of the time and date specified in block 14 of the leave request. Modification or cancellation of leave requests must be accomplished by a division E-7 or above by contacting the responsible LAN issuing department immediately.

e. Ration In Kind (RIK). E-1 through E-6 personnel subsisting on RIK will surrender meal passes when they take possession of their leave authorization. Meal passes will be returned upon the turn in of leave papers to OOD. If E-4 through E-6 personnel desire to pick up leave papers prior to commencement of leave or turn them back in after officially checking in from leave, members will not be reimbursed for any missed meals. All leave authorizations for members on meal passes will be verified by the department of highlighting the meal pass number.

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f. Liberty. Four-day liberty is a SPECIAL LIBERTY period commencing at the end of normal working hours on a given day and expiring with the ending of normal working hours on the fourth day, and must include two consecutive nonworking days (i.e., Saturday and Sunday). Examples would be Thursday after work (1630) until Tuesday after work (1630). Four-day special liberty commencing on a Saturday will commence at 0800 Saturday and end 0800 Wednesday. Liberty periods of this length must be granted by the Commanding Officer.

g. Four-day approved liberty, as part of the benefits of reenlistment does not require subsequent approval of the Commanding Officer. A request chit submitted through the member's chain of command may be approved by the department head.

6. Personnel are reminded that all leave check-outs will be done outside their normal work hours. If check-out is not done, that member must be at work. If the actual check-in time is later than the time specified in block 14 of the leave authorization the member is considered on unauthorized absence unless the leave period is extended. In this case, it is the member's responsibility to provide immediate notification to the responsible LAN issuance department via their division. If the responsible department is not notified, leave authorization will be processed and leave will be charged. Written justification from the division/department to the Executive Officer via Base Administration will be required to correct leave discrepancies.

7. Recall. All personnel in either a leave or liberty status must maintain a valid recall number at all times. If residing in a barracks facility the central lounge or duty desk number will suffice. If residing in a private residence, apartment or in on-station housing an operational telephone must be located in the residence.

8. Forms. Leave Authorization (NAVCOMPT 3065) (3PT) may be obtained through normal supply channels.



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